

Missouri Department of Elementary and Secondary Education

Transition from Clear Access to Crystal Reports Missouri Assessment Program (MAP) Data

Getting Started – June 2004

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INTRODUCTION

For the past several years, school district staff members have utilized Clear Access for analysis of Missouri Assessment Program (MAP) results. For the 2004-2005 school year, we are transitioning to Crystal Reports, a technology that enables districts Web-based access to MAP data behind the DESE security system. Crystal Reports will permit district staff to generate reports, download their data into a variety of formats, and do ad hoc querying, much like Clear Access.

Since February, 30 school districts have been helping pilot the **MAP Results System** using Crystal Reports via the web; we are now ready to turn the system on live for all school districts. To access the on-line MAP-Results System you need to have a DESE User ID and password, access to the Internet and the use of a web browser (like Internet Explorer or Netscape). Below is information on how to get User IDs and passwords.

Our pilot users felt that the system was intuitive and with instructions on how to get started and helpful hints they were able to access the reports. We would like for you to access the system as soon as possible; this will continue to allow us to test various aspects to make sure everything is ready for the release of the 2004 MAP data. This document explains how to get started.

GENERAL INFORMATION AND TIME LINES

GENERAL INFORMATION

- ❖ User IDs and Passwords – Each district can decide on the number of User IDs to create. Please keep in mind that one of the levels of access is Student level and confidentiality issues need to be considered. The other concern is the ability for the system to handle thousands of simultaneous users. If the system seems to slow down because of the number of users, we may have to limit the number of users accessing the site at any particular time, limit the amount of time for use, or provide scheduled time. We don't anticipate this as being a problem, but wanted the districts to be aware of the possibility.
- ❖ Crystal Reports allows the ability to provide pre-made reports, analytical (slice and dice) reports, and ad hoc query abilities. Currently the pre-made reports are the only ones available; the other reporting functions will be available throughout the year.
- ❖ Continued Use of Clear Access – This year as we transition to the new reporting tool, we will be creating the Access database file (*.mdb) that we have always created, and will create the MAP_2004_Reports folder. We will NOT provide these files on a CD this year. The files will be available to download from the web site for those districts that would like to have that ability as they adjust to using Crystal Reports.

TIME LINES

June 2004 – Provide all school districts access to the MAP Results System on-line. Districts can access existing reports and all previous year data. Continue to test the system, and make improvements based on feedback from the districts.

August 16, 2004 – Update the system with the 2004 MAP data. First priority will be the data for the Adequate Yearly Progress (AYP) Reports, Achievement Level Reports, and Reading Proficiency Reports. The additional reports will be updated at the same time or as soon as possible.

August 19, 2004 – AYP, Achievement Level, and Reading Proficiency data turned on for the Public.

GETTING STARTED

1) Get Access to the on-line system.

a. User IDs and Passwords

- ❖ Contact the District Security Administrator – within each school district the superintendent and at least one other individual have been identified as the Security Administrator. They have the ability to create user ids and passwords for the DESE web systems.
- ❖ Have DESE create the user ids and passwords. Access the security forms on the DESE web site; complete the form and send it to DESE.
<https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf>

2) Logon to the System. To access the MAP Results system via the web go to <https://k12apps.dese.mo.gov/webapps/logon.asp> or from the Department's main doorway <http://dese.mo.gov/> click on Web Application Login in the lower left hand corner.

3) Enter your User ID and Password

DESE Web Applications Login Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print

Address <https://k12apps.dese.mo.gov/webapps/logon.asp> Go Links

DESE Web Applications Login Request Forms Help

Login Page

Looking for Jobs for Educators in Missouri Schools Website? Visit: <http://www.moteachingjobs.com>

User Id:

Password:

Login Reset Logout

Public Applications

For forgotten or unknown user ids/passwords, anyone else in your district with a user id can see a list of all valid user ids for their district on the 'Valid User IDs' web page linked from the application menu page. Also, most districts now have at least one designated security administrator who can handle userid/password issues. Send your questions to webreplyafst@dese.mo.gov or fax to Security Administrator, 573-526-4125. Please provide your name, school district name, and county-district code with your request.

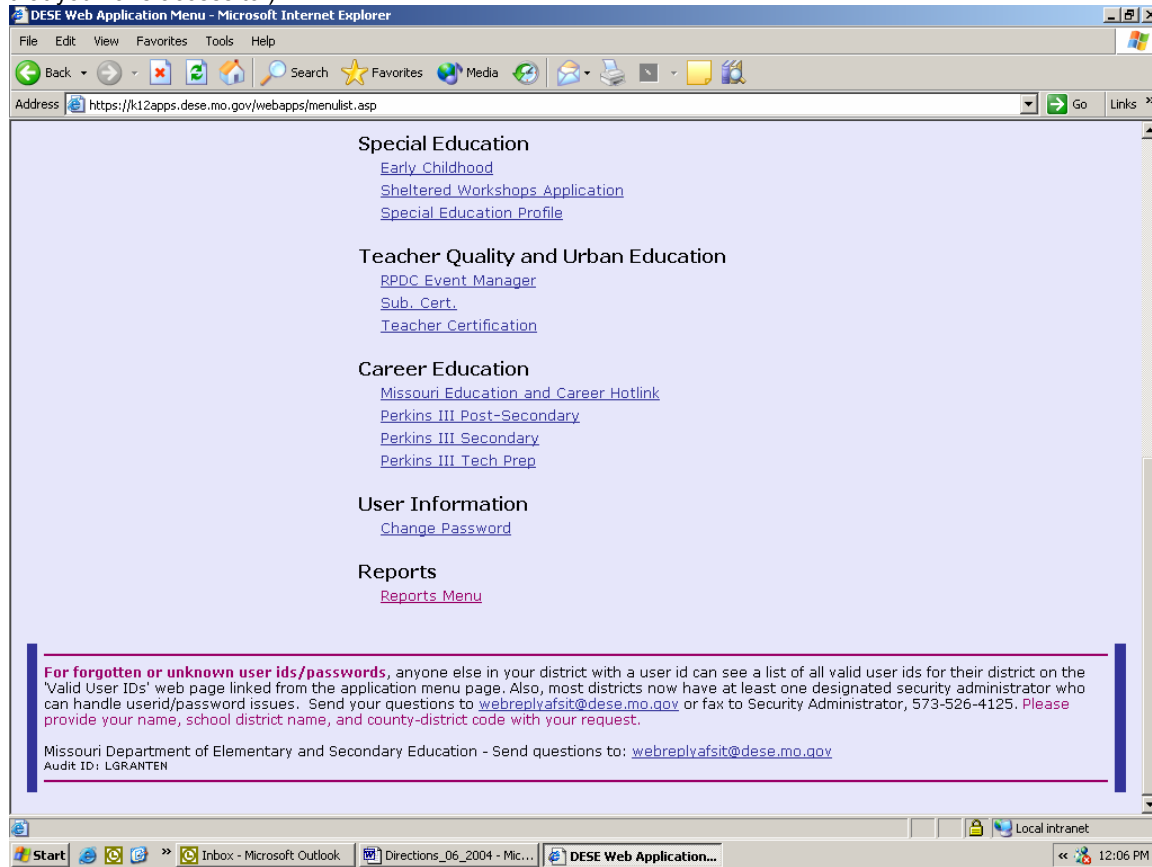
***If you store your password information through the Internet Explorer autocomplete feature** (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

Note: DESE only Supports Internet Explorer browser (Version 5.01 SP2 is minimum and 6.0 is maximum). For Internet Explorer or other general technical questions, please visit the [Browser Technical Notes](#) or [Help](#) page first before submitting technical questions.

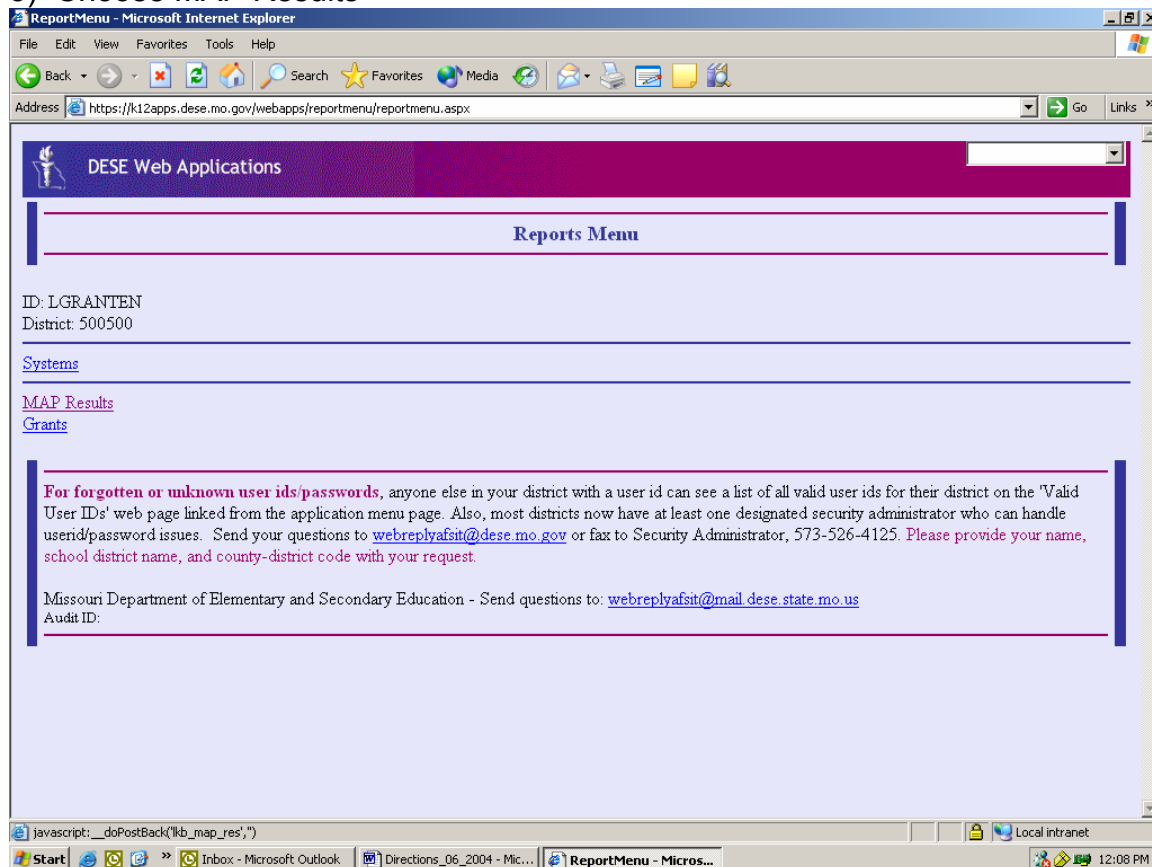
[Missouri Department of Elementary and Secondary Education Homepage](#)
[Privacy Statement](#)
[Secure Site Verification](#)

Done Start Inbox - Microsoft Outlook Directions_06_2004 - Mic... DESE Web Application... Local intranet 12:03 PM

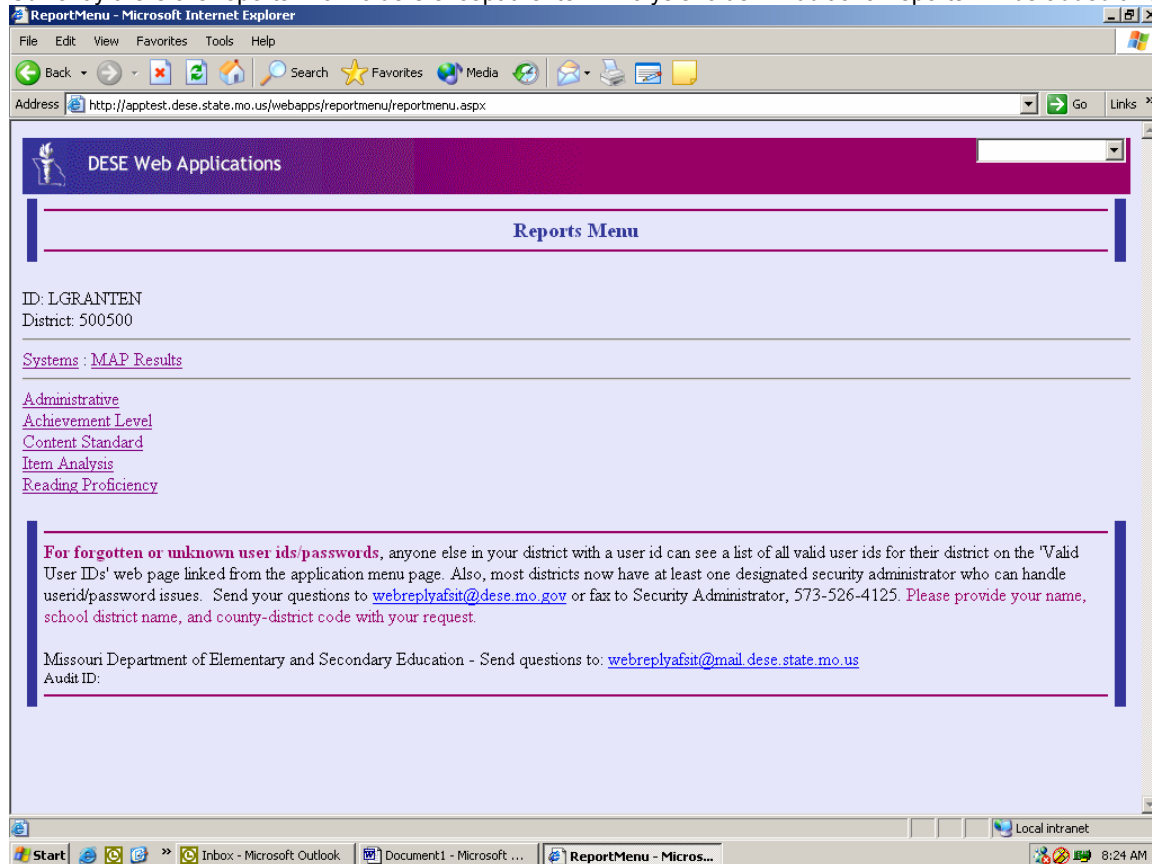
4) Choose the Reports Menu Listed at the Bottom (NOTE: Your view of the Applications Menu will show all systems that you have access to.)



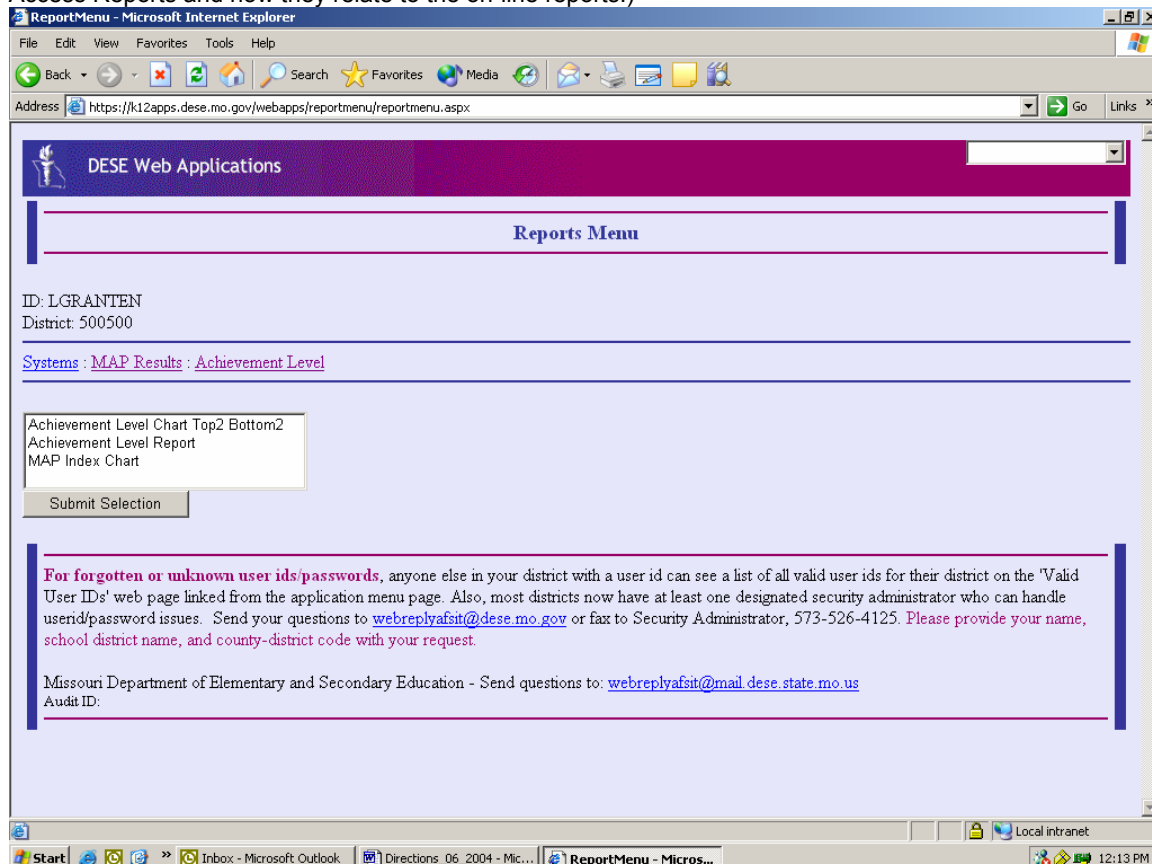
5) Choose MAP Results



6) Choose Achievement Level (NOTE: The report folders are named the same as within the Clear Access System. Currently there are reports in all folders except the Item Analysis folder. Additional reports will be added throughout the summer.)



7) Select a Report – Choose Achievement Level Report (NOTE: At the end of this document is a list of the Clear Access Reports and how they relate to the on-line reports.)



8) This is the “Filters” page, which will allow a user to customize the report. If no filters are chosen the report will return all data. To make selections a user can highlight on an item and click on the arrow moving the item to the selection box. Multiple items can be selected by holding down the shift key and choosing more than 1 item. For example if the user would like the years 1999 – 2003, then they could click on 1999 hold down the shift key and click on 2003 then click on the arrow moving all years to the selection box. (NOTE: Filter pages will differ for each report.)

Choose the following Filters:

Summary Level – District, School, State

Year – 1999, 2000, 2001, 2002, 2003

Content Area and Grade – Communication Arts/03, Communication Arts/07, Communication Arts/11

Category and Type – Total/Total (at the bottom of the list)

School Type – Do not choose anything

Click on Generate Report

Filters - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://k12apps.dese.mo.gov/webapps/reportmenu/filters.aspx> Go Links »

DESE Web Applications

Achievement Level Report Filters

[Return to Report Menu](#)

Select your custom filters (OPTIONAL)

Summary Level <input type="button" value=">"/> <input type="button" value="<"/> District School State	Year <input type="button" value=">"/> <input type="button" value="<"/> 1999 2000 2001 2002	Content Area and Grade <input type="button" value=">"/> <input type="button" value="<"/> Fine Arts/05 Health P.E./05 Health P.E./09 Mathematics/04	<input type="button" value=">"/> <input type="button" value="<"/> Communication Arts/03 Communication Arts/07 Communication Arts/11
Category and Type <input type="button" value=">"/> <input type="button" value="<"/> Disability Diagnosis/Autism Disability Diagnosis/Behavior Disorder Disability Diagnosis/Blind Disability Diagnosis/Deaf/Blind		<input type="button" value=">"/> <input type="button" value="<"/> Total/Total	School Type <input type="button" value=">"/> <input type="button" value="<"/> Elementary Schools High Schools Junior Highs Middle Schools

Generating the report with no filters will result in all data being returned

For forgotten or unknown user ids/passwords, anyone else in your district with a user id can see a list of all valid user ids for their district on the "Valid User IDs" web page linked from the application menu page. Also, most districts now have at least one designated security administrator who can handle user id/password issues. Send your questions to webreplyafsit@dese.mo.gov or fax to Security Administrator, 573-526-4125. *Please provide your name,*

Done

Start | Inbox - Microsoft Outlook | Directions_06_2004 - Mic... | Filters - Microsoft Int... | Local intranet | 12:36 PM

10) Notice the Report is displayed in a separate browser window.

The “tool bar” across the top of the report allows a user to drill down, export the data, print, or search the report.

Report Tree | Export Options | Print Report | Page Navigation | Go To (Find Option) | Search Option

Viewer - Microsoft Internet Explorer

Close browser when finished.

Main Report | 1 / 1+ | 100%

State
District
School

Missouri Department of Elementary and Secondary Education
Missouri Assessment Program
MAP Achievement Level Report

State Totals

Total	Content Area	Grade	Year	ACC	REP	LHD	LHD%	%Step1	%Prog	%HP	%Prof	%Ad
Total	Com. Arts	03	1999	70,630	69,103	527	2.2	9.6	22.4	39.2	27.6	1.
Total	Com. Arts	03	2000	71,261	69,686	575	2.2	8.8	21.3	38.2	30.1	1.
Total	Com. Arts	03	2001	71,716	70,544	172	1.6	7.5	21.1	39.8	30.6	1.
Total	Com. Arts	03	2002	68,918	68,013	905	1.3	6.3	20.0	38.4	33.6	1.
Total	Com. Arts	03	2003	65,956	64,897	059	1.6	7.1	19.3	39.5	32.7	1.

Category and Type

Disability Diagnosis/Autism
Disability Diagnosis/Behavior Disorder
Disability Diagnosis/Blind
Disability Diagnosis/Deaf/Blind

School Type

Elementary Schools
High Schools
Junior Highs
Middle Schools

Generate Report

Generating the report with no filters will result in all data being returned

For forgotten or unknown user ids/passwords, anyone else in your district with a user id can see a list of all valid user ids for their district on the 'Valid User IDs' web page linked from the application menu page. Also, most districts now have at least one designated security administrator who can handle userid/password issues. Send your questions to webreplyafsit@desse.mo.gov or fax to Security Administrator, 573-526-4125. Please provide your name,

Done | Local intranet

Start | Inbox - Microsoft Outlook | Directions_06_2004 - Mic... | Filters - Microsoft Intern... | Viewer - Microsoft Int... | 12:41 PM

The report tree allows a user to drill down within the report. A user can create a “sub-report” by clicking on types within the report. By clicking on TOTAL within the report that section of the report will be displayed as a sub-report and that portion can be printed.

Viewer - Microsoft Internet Explorer

Close browser when finished.

Main Report 15 / 15+ 100%

Missouri Department of Elementary and Secondary Education
Missouri Assessment Program
MAP Achievement Level Report

				ACC	REP	LND	LND%	%Step1	%Prog	%NP	%Prof	%Adv	
State	0000	Com. Arts	11	2002	52,956	51,356	1,600	3.0	12.5	17.0	44.4	25.3	0.8
Com. Arts	03	2000	21,194	20,629	565	2.7	15.9	31.5	35.6	16.4	0.6		
Com. Arts	03	2001	23,782	23,312	470	2.0	13.4	30.7	37.6	17.8	0.5		
Com. Arts	03	2002	22,048	21,722	326	1.5	11.6	29.5	37.6	20.3	0.9		
Com. Arts	07	2000	8,908	8,458	450	5.1	30.3	30.0	25.2	13.5	1.0		
Com. Arts	07	2001	10,614	10,162	452	4.3	28.0	28.9	27.1	15.4	0.6		
Com. Arts	07	2002	10,734	10,429	305	2.8	25.7	31.0	28.9	14.0	0.4		
Com. Arts	11	2000	3,248	2,812	436	13.4	29.9	24.3	33.0	12.3	0.6		
Com. Arts	11	2001	3,891	3,631	260	6.7	32.3	23.1	33.1	11.3	0.3		
Com. Arts	11	2002	4,597	4,288	309	6.7	35.4	achievement_Level.STEP1_PCT (Number)					
Com. Arts	03	2001	6	6	0	0.0	16.7	33.3	33.3	16.7	0.0		
Com. Arts	03	2002	36	34	2	5.6	2.9	20.6	38.2	32.4	5.9		
Com. Arts	07	2001	13	7	6	46.2	14.3	14.3	42.9	28.6	0.0		
Com. Arts	07	2002	30	27	3	10.0	25.9	29.6	33.3	11.1	0.0		
Com. Arts	11	2001	4,025	3,941	84	2.1	21.3	24.7	41.3	12.5	0.2		
Com. Arts	11	2002	4,489	4,382	107	2.4	23.9	22.6	39.5	13.8	0.2		
Total													
Total	Com. Arts	03	2000	71,261	69,686	1,575	2.2	8.8	21.3	38.2	30.1	1.6	
Total	Com. Arts	03	2001	71,716	70,544	1,172	1.6	7.5	21.1	39.8	30.6	1.0	
Total	Com. Arts	03	2002	68,918	68,013	905	1.3	6.3	20.0	38.4	33.6	1.8	
Total	Com. Arts	03	2003	65,956	64,897	1,059	1.6	7.1	19.3	39.5	32.7	1.4	
Total	Com. Arts	07	2000	68,794	66,713	2,081	3.0	15.9	21.9	29.9	29.2	3.1	
Total	Com. Arts	07	2001	69,721	67,971	1,750	2.5	13.7	20.8	31.2	32.2	2.0	
Total	Com. Arts	07	2002	70,872	69,552	1,320	1.9	13.3	22.2	32.5	30.0	2.0	
Total	Com. Arts	11	2000	56,745	53,396	3,349	5.9	19.2	19.6	38.4	21.8	1.0	
Total	Com. Arts	11	2001	56,916	54,568	2,348	4.1	15.1	18.7	43.6	22.3	0.3	
Total	Com. Arts	11	2002	59,185	57,009	2,176	3.7	17.1	17.5	41.7	23.0	0.7	

Local intranet

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AVAILABLE REPORTS

This is a cross walk between the Clear Access Reports and how they relate to the reports in the new MAP Results on-line system using Crystal Reports.

A description of each of the Clear Access reports can be found in the 2003 Clear Access Manual
<http://dese.mo.gov/divimprove/assess/clearaccess/>

CLEAR ACCESS		CRYSTAL REPORTS	
Folder	Reports	Web Link	Reports
Achievement Level	Achievement_Grade_Level_Summary_Report Achievement_Level_Report Achievement_Level_School_Building_Summary Achievement_Level_Summary_Report Summary_District_Disaggregate Summary_of_Selected_Disaggregates Summary_of_Selected_Disaggregates_School	Achievement Level	Achievement Level Report
Achievement Level	Achievement_Level_Chart_Top2_Bottom2 Achievement_Level_Chart_Top2_Bottom2_School	Achievement Level	Achievement Level Chart Top 2 Bottom 2
Achievement Level	MAP_Index_Chart MAP_Index_Chart_School	Achievement Level	MAP Index Chart
Administrative	AP_Dual_Credit HSVocational_Student_List HSVocational_Student_Summary Level_Not_Determined Map_Scale_Score_Summary_Report	Administrative	AP_Dual_Credit HSVocational_Student_List HSVocational_Student_Summary Level_Not_Determined Map_Scale_Score_Summary_Report
Administrative	AYP_District AYP_School	Administrative	AYP
Administrative	Step1_Students Step1_Students_ContentArea_Grade Step1_Students_ContentArea_Grade_School Step1_Students_Grade	Administrative	Not yet available
Administrative	Student_Demographic Student_Demographic_School	Administrative	Not yet available
Administrative	Student_Report	Administrative	Students Report
Content Standards	Content_Standards_FRL Content_Standards_FRL_School Content_Standards_IEP Content_Standards_IEP_School Content_Standards_LEP Content_Standards_LEP_School Content_Standards_Race Content_Standards_Race_School	Content Standards	Not yet Available – Will be added to the Content Standards Report listed below.
Content Standards	Content Standards School	Content Standards	Content Standards
Content Standards	Content Standards Student	Content Standards	Content Standards Detail

CLEAR ACCESS		CRYSTAL REPORTS	
Folder	Reports	Links/Folders	Reports
Item Analysis	Content_Item_Analysis_CA Content_Item_Analysis_CA_Achievement_Level Content_Item_Analysis_CA_Achievement_Level_School Content_Item_Analysis_CA_School Content_Item_Analysis_Math Content_Item_Analysis_Math_Achievement_Level Content_Item_Analysis_Math_Achievement_Level_School Content_Item_Analysis_Math_School Content_Item_Analysis_Sci Content_Item_Analysis_Sci_Achievement_Level Content_Item_Analysis_Sci_Achievement_Level_School Content_Item_Analysis_Sci_School Content_Item_Analysis_SS Content_Item_Analysis_SS_Achievement_Level Content_Item_Analysis_SS_Achievement_Level_School Content_Item_Analysis_SS_School IBD_and_ave_points_earned_ca IBD_and_ave_points_earned_ca_School IBD_and_ave_points_earned_math IBD_and_ave_points_earned_math_School IBD_and_ave_points_earned_sci IBD_and_ave_points_earned_sci_School IBD_and_ave_points_earned_ss IBD_and_ave_points_earned_ss_School Process_Item_Analysis_CA Process_Item_Analysis_CA_School Process_Item_Analysis_Math Process_Item_Analysis_Math_School Process_Item_Analysis_Sci Process_Item_Analysis_Sci_School Process_Item_Analysis_SS Process_Item_Analysis_SS_School	Item Analysis	Not Yet Available
Reading Proficiency	MSIP_Reading_Chart	Reading Proficiency	Reading Chart
Reading Proficiency	MSIP_Reading_Report MSIP_Reading_Report_Disag_Summary MSIP_Reading_Report_Selected_Disag	Reading Proficiency	Reading Report
Reading Proficiency	Students_Proficient_Level Students_Proficient_Level_School Students_Satisfactory_Level Students_Satisfactory_Level_School Students_Unsatisfactory_Level Students_Unsatisfactory_Level_School	Reading Proficiency	Not Yet Available